

REPORTING INSTRUCTIONS & PRE ARRIVAL CHECKLIST

Our objective is that your reporting and in-processing at USAWC be as efficient as possible. In-processing will take place in Collins Hall, Bldg 650 from 21-23 July 2003. Upon your arrival, immediately check-in with the Human Resources Directorate (HRD), located in Bldg 315 2d floor during the hours of 0800-1600, at which time you will be provided an in-processing appointment and additional in-processing instructions. If you respond to the following items listed below, you and your family will experience minimal delays upon arrival. Please review this information completely and comply with all suspense dates. Unless otherwise stated the suspense for all actions is 15 May 2003. If assistance is needed anytime prior to your arrival, contact the Human Resources Directorate at 717-245-3615/4163, DSN (242) or via email @ AWCC-CHR@carlisle.army.mil.

Reporting:

a. Report not earlier than 11 July 2003 but NLT 17 July 2003.

b. Request to report earlier than 11 July, must be sent via email with justification to the HRD at AWCC-CHR@carlisle.army.mil for Chief of Staff approval.

c. **Report to the United States Army War College, Carlisle Barracks: during normal duty hours, 0800-1600, Bldg 315, 2d floor.** Students arriving after normal duty hours must report to the HRD, Bldg 315, the following duty day to begin in-processing. The HRD will sign you in off leave effective the date you arrived to Carlisle Barracks. If you arrive after 1800 M-F or 1600 Sat-Sun and have made reservations with the local billeting office the keys can be picked up from the Military Police desk sergeant located in Bldg 400, which is located directly behind the Fire Station.

d. Students must first check with the Carlisle Barracks billeting office to obtain a statement of non-availability before filing TLE travel settlement for off post lodging. Contact the Carlisle Barracks lodging office at (717) 245-4245 or DSN 242-4245 early to make reservations. Carlisle Barracks lodging does not accept pets.

e. To further assist your transition to Carlisle Barracks it's imperative that you comply with the following actions in accordance with established suspense dates. You will need your Login and Password provided on the first page of the Human Resources Director's welcome letter contained in your welcome packet to access **Pre Arrival** required information below using the following link.

<http://www.carlisle.army.mil/usawc/hrd/inprocessing.html>

"Pre Arrival"

- Officers who will be considered by the July 2003 Colonel, Operations (OP), Operational Support (OS), Information Operations (IO), and Institutional Support (IS), formally the Army Competitive Category promotion board, be sure to review and sign your Promotion Board Officer Record Brief (ORB) before PCS departure.
- Complete Student Questionnaire online, NLT 15 May 2003.
- Complete Housing Application online, NLT 15 May 2003.
- Complete Social Name Tag Application online, NLT 15 May 2003.
- Complete security clearance verification form and mail to Carlisle Barracks Security Manager NLT 15 May 2003. Hardcopy form provided in welcome packet with return envelope. **In addition**, if you are currently serving in a SCI position, your SSO must contact the Carlisle Barracks SSO at 717-245-3551 to transfer your status.
- Return mandatory student photo and optional spouse photo via email to AWCC-CHR@carlisle.army.mil or mail to **HRD, 315 Lovell Ave, Carlisle, PA 17013** NLT 15 May 2003. Specifications provided in welcome packet and online.
- Dependant School Registration.
- Send a test email to AWCC-CHR@carlisle.army.mil within 1 week of receipt of welcome packet or notification of attendance to establish communication prior to arrival.

- Complete EFMP Questionnaire. **Form is mandatory for all students bring family.** Hardcopy form provided in welcome packet and is also available on the website above.
- Complete optional Graduate Assistance Program (GAP) online "notification of interest" form.
- Complete vehicle & weapons registration. Forms will be required during centralized in-processing along with vehicle insurance and registration.

"Post Arrival Instructions"

- After arrival and check-in w/HRD bldg 315 you will be given an appointment for centralized in-processing. Please have the following documents with you for your in-processing appointment at Collins Hall Bldg 650:
 - o 10 copies of orders and amendments assigning you to the Army War College
 - o Leave Form, DA 31 (Army Only)
 - o Army Physical Fitness Score Card (**Army Only**)
 - o Vehicle Registration & Proof of Insurance
 - o Military Personnel Records Jacket (**Army Only**)
 - o Finance Records and copies of travel advances (if applicable)

"Uniform"

The duty uniform during the academic year is your appropriate service Class B uniform or business civilian attire, i.e., suit or sport coat and tie for men and equivalent dress for women. There are occasions when military officers are required to wear Class A uniform. **You are required to in-process in your Class B uniform or business attire for civilian students.** Height and Weight will be done for each Army student during centralized in-processing. Please bring your PT uniform to your in-processing appointment if tape required.

"Start of Online In-processing Instructions"

Get **Login** and **Password** from first page of Human Resources Director's welcome letter or contact CW3 Flowers at AWCC-CHR@carlisle.army.mil or 717-245-3615.

Go to www.carlisle.army.mil/usawc/hrd/inprocessing.html.

Human Resources Directorate
>> Student In-Processing

[Home](#)

- [Overview of Web In-Processing For All Students](#)
Note: All resident students and SSC Fellows must complete "First Step" of Web In-processing.
- First Step: [Web In-Processing Questionnaire](#)
- What's Next:
 - [Resident Students](#)
 - [Senior Service College Fellows](#)

Customer Comments

Please provide your comments to Chief Warrant Officer Landy Flowers via e-mail:
AWCC-CHR@carlisle.army.mil

Next go to "[Overview of Web In-Processing For All Students](#)" link and review web instructions.

Next Go to "[First Step to Web In-Processing](#)" link located at the bottom of the above page.

U.S. Army War College *In-Processing System*



Login to the AWC In-Processing System

To login, you must provide your Login Name and Password. If you have forgotten your Login Name and/or password, please contact the [HRD-Webmaster](#).

Login Name:

Password:

Complete your Student Questionnaire, Housing and Name Tag Application **NLT 15 May 03**. (Allow 30-45 minutes to complete entire questionnaire) A completed sample biographical sketch is enclosed in your welcome packet. Once logged in, print "[Questionnaire Completion Instructions](#)".

Next go to "[Hometown News Release](#)" located on left side of current page to complete optional Hometown News Release using the **Username:** USAWC and **Password:** PASSWORD and the following instructions:

1. Select "Submit DD Form 2266" located in the middle of page.
2. Select "DD Form 2266 HTML Version"
3. Enter requested data and submit form

Next go to "[Important Links](#)" located on left side of current page to access the follow documents:

- AY04 Key Dates
- Newcomer's Guide
- Local Housing Referral Listing

Next go to "[HRD Homepage](#)" link located on left side of current page then select "[Student In-Processing](#)" link located on the left side of page.

Next go to "[What's Next: Resident Students](#)" link for valuable information to help with your transition to the College.

Next go under the "[Required Forms](#)" column print and return the following documents to addresses provided NLT 15 May 03:

1. Security Clearance Verification Form: DA USAWC, ATTN: Security, 122 Forbes Ave, Carlisle, PA 17013-9919. A hardcopy is provided in your welcome packet.
2. Biographical Sketch Photographs. Photo is mandatory for all students, optional for spouses. Email photo to AWCC-CHR@carlisle.army.mil or mail to HRD 315 Lovell, Ave, Carlisle, PA 17013.
3. EFMP (Exceptional Family Member Program) Questionnaire. Form is mandatory for all families regardless if dependants are enrolled in the EFMP. FAX form to HRD 717-245-3002 or DSN 242-3002.
4. Dependent School Information.

Next go under the "[Academics](#)" column and complete the following optional requirements:

1. Graduate Assistance Program (GAP).
2. Master of Strategic Studies Degree Information.